



Panchayati Raj & Drinking Water Department  
Government of Odisha

**TENDER PAPER**  
**OF**  
**Printing & Hoarding**  
**For**  
**PALLISHREE MELA, ROURKELA - 2018**

03<sup>rd</sup> to 11<sup>th</sup> October, 2018  
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

**Organized by**

District Administration, Sundargarh in  
Association with ORMAS/OLM  
Odisha Rural Development & Marketing Society (ORMAS), Sundargarh

Odisha Rural Development & Marketing Society (ORMAS), Sundargarh  
C/O DRDA, Sundargarh-770001  
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

DETAILS ON TENDER PAPER, EMD, BIDDER FOR ADVERTISEMENT & PUBLICITY WORKS OF THE PALLISHREE MELA , ROURKELA-2018

The Tender paper can be downloaded from the following websites- [www.ormas.org](http://www.ormas.org) , [www.olm.nic.in](http://www.olm.nic.in) or [www.sundargarh.nic.in](http://www.sundargarh.nic.in) or can be obtained from the office of ORMAS at "DRDA office, Sundargarh, Pin 770001 during office hours

A) E.M.D (Refundable) : Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

**To be filled in by the bidder.**

Demand Daft / Pay Order No. .... Dated ...../...../ 2018  
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

Bidder Name and Address:

M/s .....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 18 th September latest by 1.00 PM

D) DATE & TIME OF OPENING OF TENDERS : 18 th September at 3.00 PM at Office Chamber of PD, DRDA, Sundargarh

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER**

Odisha Rural Development & Marketing Society (ORMAS), Sundargarh  
DRDA Office, Sundargarh, Odisha, Pin - 770001



**Terms of Reference for advertisement & publicity of PALLISHREE MELA ,ROURKELA-2018**

**A. About the event – ,PALLISHREE MELA, ROURKELA- 2018:**

A National level marketing event named as “Pallishree Mela” to be held from 3<sup>rd</sup> to 11<sup>th</sup> October’ 2018 at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The “Palishree Mela’18, Rourkela” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) under Panchayati Raj & DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

**B. Description of Printing & hoarding works for PALLISHREE MELA, ROURKELA -2017:** Description of works covered under Printing and hoarding works is given hereunder:

- A. Plain Hoardings** – (15 ft X 10 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela
- B. Plain Hoardings** – (8 ft X 4 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela
- C. Identity Card with cover and neck cord**
  - a) Size : 5.5 CM X 9 CM
  - b) Printing: Offset Printing, Both Side
  - c) Colour : **Multi Colour**
  - d) Paper : Art Paper Board, 220 GSM.
  - e) Accessories : Plastic pouch and Clip type Neck Cord.
- D. Invitation Card**
  - a) Size: 35 CM X 27 CM (Double-folded)
  - b) Printing: Offset Printing
  - c) Colour : **Multi colour**
  - d) Paper : 220GSM Glossy sheet (Imported)
  - e) Envelop: Fit to card, **Bi colour** printing
- E. Posters:**
  - Size: 44 CM X 56 CM
  - a) Printing: Offset Printing
  - b) Colour : **Multi Colour**
  - c) Paper : 130 GSM Glossy





**F. Certificate**

- a) Size: A4
- b) Printing: Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

**C. Bid Price**

1. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
2. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.

**D. Validity of Quotation:** Quotation shall remain valid for the entire period of event.

**E. Evaluation of Quotations**

- A. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
  1. are properly signed ; and
  2. Confirm to the terms and conditions, and specifications.
  3. Filled in Indian Currency
  4. Quoted in Unit
- B. The price evaluation shall be made putting together the entire item. The lowest price will be determined summing all the items.

**F. Requirement of event organizers and evaluation criteria:** List of the documents to be attached along with the quotation

1. An earnest money of Rs. 5,000/- (Five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh.
2. Registration Certificate (RoC) for the firm.
3. Self attested photocopy of valid registration certificate Under Goods Service Taxes (GST), Clearance certificate of VAT/GST and return copies (in form 201) for the year 2017-18.
4. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2017-18
5. Self attested Copy of the Service Tax Registration and its last deposit challan.
6. Self attested Copy of work orders/ experience certificate for similar nature of works in last 3 years.
7. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 10.00 Lakhs.
8. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

**G. Other Terms & Conditions**

1. Last date for submission of Quotation is **18<sup>th</sup> September 2018 latest by 01.00 PM** Quotation will be opened on the same day at **3.00 PM**.



2. All works assigned should be completed as per specification at least by one day in advance from the date of Inauguration of the event.
3. The rate offered by the firm shall be including of **all taxes and duties including service tax**, as applicable.
4. The tenderers are required to deposit an **earnest money of Rs. 5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
5. The successful bidder will submit the Performance Security which is 5 % of the contract value before issue of work order. In case of any unsatisfactory work and delay in execution of work etc the Performance Security amount will be forfeited as per the decision of the authority.
6. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Payment shall be made immediately after delivery of the goods and inspection of the item as per specification.
10. We look forward to receiving your quotations and thank you for your interest in this project.





**DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:  
Date :

**Signature of the Bidder with seal**



*Accepted by the Bidder (Signature of bidder)*

Quotation for Printing & hoarding of PALLISHREE MELA , ROURKELA - 2018

(Last date for submission of duly filled in tender document is 18 September 2018 ,01.00 PM)

To  
The Assistant Director,  
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for Printing & Hoarding work of PALLISHREE MELA, ROURKELA- 2018:

SI	Specifications	Unit	Rate per unit/ sqr ft / spot/month	Quantity (Pcs./ Package)	Total Amount [In Rs.]
	<b>Designing Development for PALLISHREE MELA, ROURKELA - (3 D design Stage &amp; Gate, Coordination Cell-cum-VIP Lounge, flex Gate, Hoarding, Certificate, Badges, Invitation Card.</b>	<b>Lump sum</b>		<b>1 Package</b>	
	plain Hoardings – (15 ft X 10 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela	Rate per Sqr ft		10 pcs.	
	plain Hoardings – (8 ft X 4 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela	Rate per Sqr ft		10 pcs	
	<b>Identity Card with cover and neck cord</b> f) Size : 5.5 CM X 9 CM g) Printing: Offset Printing, Both Side h) Colour : <b>Multi colour</b> i) Paper : Art Paper Board, 220 GSM j) Accessories : Plastic pouch and Clip type Neck Cord			500	
	<b>Invitation Card</b> f) Size: 35 CM X 27 CM (Double-folded) g) Printing: Offset Printing h) Colour : <b>Multi colour</b> i) Paper : 220GSMGlossy sheet (Imported) j) Envelop: Fit to card, <b>Bi colour</b> printing			300	
	<b>Posters:</b> Size : 44 CM X 56 CM d) Printing: Offset Printing e) Colour : <b>Multi Colour</b> f) Paper : 130 GSM Glossy			300	
	<b>Certificate</b> e) Size: A4 f) Printing: Offset Printing g) Colour : <b>Multi Colour</b> h) Paper : 300 GSM Art Paper Board			500	
<b>Grand Total Cost</b>					

We agree to supply the above goods/service in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures) [Rs. .... (amount in words)] within the period specified in the Invitation for Quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier with seal



Accepted by the Bidder (Signature of bidder)